
MEMORANDUM

FROM: KASSON TOWNSHIP PLANNING COMMISSION

TO: KASSON TOWNSHIP BOARD

DATE: FEBRUARY 2, 2022

SUBJECT: REQUESTING RESOLUTION TO RELEASE CURRENT DRAFT OF MASTER PLAN FOR PUBLIC REVIEW

Board Members,

Action Item 1

After some research regarding the “next step” in the review process for the 2022 Kasson Township Master Plan, Trudy Galla suggested following the “Michigan State University Extension Land Use Series - *Check List # 11: For Adoption of an Amendment to a Plan.*”

This Check list, developed by Kurt Schindler of MSU, has been around since its development in 2008, and is considered “best practice” in this topic of municipal planning in Michigan.

I reviewed the document, and was reminded by it that we had used it in prior updates to the Plan. Fortunately, I found it, since it presents a very detailed road map that will follow all steps required by law, and how to correctly document the process.

Review shows that we are now at Step 7 of the check list.

| Check when task done | Step, or Task | Copy in the permanent file |
|--|---|--|
| <p>Task is done</p> <p>In the file</p> | <p>STEP 7. The legislative body acts on the proposed plan amendment:</p> <p>A. Approving distribution of the proposed plan amendment. If approved, the governing body notifies the secretary of the planning commission (§ 41(2)). Then go to Step 8.</p> <p>B. Does not approve distribution. The process of adopting the plan amendment stops (§ 41(1)). Go back to Step 5.</p> | <p>Certified copy of the legislative body minutes approving distribution of the proposed plan amendment.</p> |

Therefore, the Planning Commission requests that the Township Board adopts a motion to approve the distribution of the plan document known as “2022 Master Plan V.4”

Upon approval, the document will be distributed to the County Planning Commission, immediately adjacent governmental units, other entities described by law, and the general public.

Action Item 2

Quoting from the remainder of Step 7

At this point, if not already done, the legislative body may consider adopting, or not adopting, a resolution which asserts the right of the legislative body to approve or reject the plan and/or plan amendment in steps 16 and 17 (§ 43(3)). (The resolution which asserts the right of adoption can take place at any time. For a given plan, this is the step where the plan is before the legislative body, and such a resolution could be considered.)

Therefore, the Township Board should decide, either now or in the future, if it wishes (by motion) to assert its right to have the final decision on adopting/rejecting the final draft of the document.

Conclusion

If the Board, or any member, wishes a complete copy of *Check List # 1I* (that's the number "1" and the capital letter "I") please contact me. It is a 14-page PDF file that I can email to you.

On behalf of the Planning Commission
Chuck Schaeffer, Secretary